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Approved For Release 2004/02/11 : CIA-RDP78B05703A000200090015-9

Suppl: 29 Aug

15 July 1970

MEMORANDUM FOR: Special Assistant, NPIC

SUBJECT : TDY Foreign Travel Projections

1. The DDI Administrative Staff has passed on some of the comments received from DDP regarding DDI foreign travel projections:

A. Europe Division has asked that the travel studies include the reason for the trip in sufficient detail to enable them to judge the extent of the support which will be required by the stations or bases to be visited. By having a notion of the subject matter to be covered, Europe Division can intelligently instruct its stations on the visit including adequate time to make arrangements for introductions and/or meeting as required. They also welcome the traveler having informal discussions with the area desks involved before producing the travel study so that the memorandum when received will simply record that which has already been agreed to.

B. The Far East Division states that "in view of the large number of Agency Officers visiting [redacted] only those who have substantive business to conduct with the [redacted] Station make physical contact with the Station. Also, that the DD/I Officers who will be visiting the [redacted] be so scheduled so as to allow sufficient spacing between each proposed TDY, and that each TDY'er be prepared to make substantive contributions related to his specialty, in addition to acquiring area knowledge for his own use.

"C. The Chief of Station, Vietnam requires 30 days advance notice of all TDY travel to Vietnam, a detailed explanation of the reasons for the visit, sites outside of Saigon to be visited, persons or US components TDY'ers would like to meet, topics to be discussed and that as many as possible of the TDY'ers with similar interests visit the Vietnam Station at the same time."

D. That all TDY travel to the Far East must be concurred in by the appropriate Chief of Station prior to commencement of TDY travel.

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2. For your information, the schedule for submission of TDY foreign travel projections to the DDI is as follows:

TRIPS PLANNED

January - June
July - December

PROJECTION DUE BY

1 November
1 May



Chief, Personnel Branch, SS

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